

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Student Financial Services
Danbury, CT - Midtown Campus

Salary: \$40,233 – \$52,793

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.*

Job Posting No: 055866

Closing Date: Wednesday, September 11, 2013

Responsible for a full range of secretarial duties including maintaining data and running reports in Banner, as well as other files; composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls, creating and maintaining student databases and mailing lists. The person selected for this position will have frequent contact with students, parents, and the general public therefore, excellent interpersonal and customer service skills will be required. Proficiency in Microsoft Word and Excel is required. Must possess experience in answering/ screening, directing incoming telephone calls, and emails as well as have the knowledge of business math, proper grammar and spelling. Experience with Banner is preferred.

Eligibility Requirements: Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Do not submit application materials unless you meet the above criteria.

Minimum Qualifications Required: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.
Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Application Instructions: Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Peggy Boyle, Assistant Director of Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #055866 Secretary 1. Do not submit the state application. Application materials must be received in the above format no later than Wednesday, September 11, 2013. All required documents must be submitted to be considered for interview. Do not submit application materials unless you meet the above criteria.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.